

VACANCY ANNOUNCEMENT

Date: March 26, 2010

ANNOUNCEMENT NUMBER: 6/2010

OPEN TO: All Interested Candidates

POSITION: Realty/Property Inventorying Assistant, FSN-7: FP-7*

OPENING DATE: March 29, 2010

CLOSING DATE: April 26, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: * Not-Ordinarily Resident:
(Position Grade: FP-07 to be confirmed by Washington)
*Ordinarily Resident: FSN-7)

LENGTH OF HIRE: Six months

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Praia is seeking individual for the Realty/property Inventorying Position in the GSO section.

BASIC FUNCTION OF POSITION:

Has primary responsibility for coordinating both leasing and housing programs for Post. This is done by monitoring the Real Estate market in Praia to be able to assist the General Services Specialists in negotiating with property owners for short or long term residential leases, purchase of land or related properties. Manages make-ready projects for incoming personnel and their families. In collaboration with the Warehouse Supervisor, has responsibility for inventorying of Praia Mission non expendable properties.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR Office (238) 608920

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of secondary education and of a course of studies leading to a certificate in Purchasing, Marketing or Real State.
2. Experience: Two years of progressively responsible experience in purchasing or marketing. One year experience in warehouse work including inventorying
3. Language Proficiency: Level III (good working knowledge) in English and Portuguese
4. Skills and Abilities: Computer literate in MS Office package (Word, Excel, Outlook). Driver's license. Ability to operate warehouse equipment.

SELECTION PROCESS

When equally qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provide the same information as an OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, Driving License) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Eunice Ramos
American Embassy, Praia, Cape Verde

POINT OF CONTACT

Name: Eunice Ramos
Telephone: 238 2 608920
FAX: 2 611355

DEFINITIONS

1. USEFM's: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen
 - Spouse or dependent at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe-haven abroad, or alternate safe-haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil and/or Foreign services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who : 1. Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a US. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 26, 2010

The US Mission in Praia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

